

U.S. Embassy, Amman

Jordanian Student Intern Program

Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP 2014-04

OPEN TO: 3rd and 4th year students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – Economic Section

OPENING DATE: June 8, 2014

CLOSING DATE: June 12, 2014

INTERNSHIP DURATION: During university summer break for approximately 8-12 weeks.

SALARY: None – voluntary work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the Economic Section.

INTERNSHIP OFFICE: Economics Section (ECON)

INTERNSHIP DESCRIPTION:

The Environment, Science, Technology, and Health (ESTH) “Hub” Office at the U.S. Embassy in Amman, covers 17 countries across the Middle East and North Africa (MENA). The Hub focuses on transboundary and common issues in the region, such as climate change, desertification, solid waste, and water resource management, as well as environmental health, and infectious and non-communicable disease issues.

What You Will Do

- Learn U.S. government ESTH policies and priorities in the MENA region.
- Review and analyze open-source reports on regional ESTH issues to keep the Hub informed of key developments.
- Develop ESTH-related outreach materials, such as presentations and entries for the bi-monthly MENA region newsletter.
- Help organize hub event(s) to promote awareness about ESTH issues.

- Assist with arranging meetings and developing contacts among non-governmental organizations, academic institutions, and the private sector.
- Assist with basic small grants management.
- Assist the Regional Hub in day-to-day activities as required.

QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3rd-year or 4th-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and
7. Level 4 English. English proficiency will be tested.

NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. *Application for Employment* (Form DS-174).
2. Letter of Recommendation from a professor.
3. Letter of Permission from university.
4. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
5. Certificate from Jordanian Intelligence Department which states "To be trained at the American Embassy."
6. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

CLOSING DATE FOR THIS POSITION: June 12, 2014

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.